

Resident Parking Policy Procedure

In exceptional cases, the City may approve resident permit parking as an alternative to public street parking. It is NOT the City's regular policy to encourage resident permit parking as other alternatives may prove more viable depending upon specific circumstances. Resident permit parking is typically difficult to justify and is usually used as a last resort.

DPW makes decisions regarding "Resident Permit Parking," on a case-by-case basis, and considers a multitude of factors, including, but not limited to the following:

- Availability of "Off Street Parking" to affected area residents
- Immediacy of the parking problem as related to long term or temporary concerns
- Other options that may be available in lieu of permit parking

Residents and/or neighborhood associations desiring to request changes affecting residential parking in their areas such should follow the steps below:

- 1.** Submit requested change, along with appropriate contact information, to the Mayor's Action Center (327-4622). This allows a tracking number to be assigned to the request and allows a tracking record through the next steps. DPW's traffic division will first determine if the requested location falls within City jurisdiction. This is necessary because often requests are made for changes on private streets, or streets that may be under the jurisdiction of an entity other than the City.
- 2.** Upon receipt of the change request, the requestor will be contacted by a representative from the Department of Public Works (DPW) to explain the petition and investigation process. The petition process is to ensure support for installation from a majority of area residents. DPW will work with the requestor to determine the affected residents as this varies based upon location. Please note that the completion of a petition does not necessarily mean the recommended change will be approved.
- 3.** Petition is circulated by resident (sample provided on DPW website).
- 4.** Before DPW investigates the request, a petition signed by 75% of the property owners (identified by DPW) must be received showing overall majority of neighborhood support.
- 5.** DPW investigates the request by completing a field visit to the area.
- 6.** After completion of the investigation, if DPW recommends resident permit parking; a resolution is prepared and presented to the Board of Public Works who votes on the proposal.
- 7.** Once the resolution is passed and has gone through the necessary advertisement and signature process, signs are installed and residents can begin to obtain parking permits through The Department of Code Enforcement.